

### **OF-288 Sample for DOI Agencies**

### **Social Security Number:**

### Hired At:

### TYPE OF EMPLOYMENT:

Ensure full SSN is entered correctly in *Block 2*. *Must match I-9* 

Ensure *Block* 6 is entered with Unit Identifier.

Ensure *Block 4* is marked as "Casual" and not any of the other choices.

& W-4 forms.

#### Casual Information:

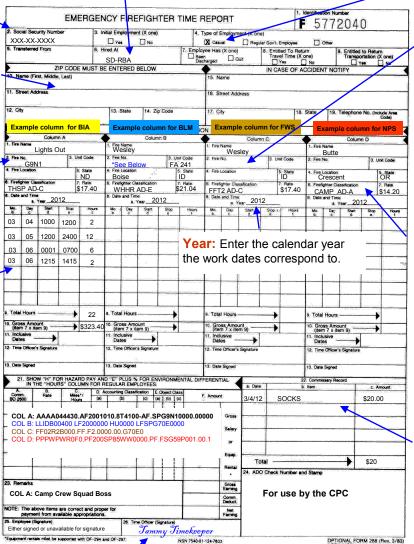
Ensure name and complete address are legible. *Blocks 10,11,12,13* & 14.

(Does not change the casual's address for CPC records).

Fire name and fire code: Ensure fire name, (block 1) and Fire code (block 2) match (per Fire Code System).

## TIME POSTING COLUMNS:

- ♦ Post hours in military time.
- ♦Post time in 15 minute increments with a 2 hour minimum.
- ♦ If shift passes through midnight from one day to the next, be sure to show ending time at 2400 and starting time on next day at 0001. Example Column A Line 2.



### **Fire Number:**

Enter incident order number or cost accounting data Cost accounting data may be shown at the top of each column or in *Block 2* of each column, or in *Block 21* or *Block 23*.

# FIREFIGHTER CLASSIFICATION & RATE:

Ensure to list AD Position Code, AD Class & AD Rate in *Blocks* 6 & 7 per the AD Pay Plan.

- ♦ Column A example for THSP Position (See block 21 and 23).
- ♦ If exception position, a copy of duties is required for payment.

### Commissary:

Corresponds to the date of transaction.

### SIGNATURES:

Ensure the <u>original</u> Time Officer signature (or signature stamp) is complete in <u>Block 26</u>. Employee signature (casual) either signed or unavailable for signature in <u>Block 25</u>.

\* Note: The agency specific column has been separated for each agency, BIA, BLM, FWS and NPS to better outline agency specific example codes.

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